Calculation of Full Time Equivalence
(Percentage of Load)

FORMULA: Catalog hours ÷ full time load = FTE

Example 1- Classes with one instructor

The full time load in the Writing Department is 15 hours per week lecture and 18 hours per week laboratory.

Ms. Summers teaches: Writing 1 (3 hours lecture per week)
Writing 101 (6 hours laboratory per week)

To calculate FTE, use the formula given above: Catalog hours ÷ full time load = FTE

Writing 1	3 ÷ 15 =	.20	(20%)	
Writing 101	6 ÷ 18 =	.3333		(33.333%)
Ms. Summers' FTE =		.53		(53.333%)

Classes less than semester length have the same FTE as if they were taught as a semester length class.

Example 2 - Team Taught Classes

At times, a single course is taught by more than one instructor. In these cases, the FTE value of the course should be divided among the instructors by the appropriate percentages.

The full time load in the Reading Department is 15 hours per week.

According to the college catalog, Reading 10 meets 3 hours per week as a semester length class. Therefore, Reading 10 is valued at .20 (or 20%) FTE.

A) Instructors Phyllis Jones and Gregory Martin are team teaching Reading 10. Each will teach exactly one-half of the class. Therefore, each will receive one-half of the load value, or .10 (10%) FTE each.

B) Instructors Mary Smith, Sammy Stone and Robert Black are sharing a Reading 10 class. Mary teaches 18 hours, Sammy teaches 8 hours and Robert teaches 22 hours. The class meets 48 hours total.

Mary teaches 37.5% of the class (18 hours ÷ 48 hours = 37.5%)
and therefore gets 37.5% of the .20 FTE

Sammy teaches 16.667% of the class (8 hours ÷ 48 hours = 16.667%)
and therefore gets 16.667% of the .20 FTE

Robert teaches 45.833% of the class (22 hours ÷ 48 hours = 45.833%)
and therefore gets 45.833% of the .20 FTE

Mary's 37.5%	X .20	=	.075	(7.5%) FTE
Sammy's 16.667%	X .20	=	.0333	(3.33%) FTE
Robert's 45.833%	X .20	=	.09166	(9.166%) FTE
			19.99	(20.00% FTE)